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Tender

Referral Agent for Learning Programmes

capitalEsourcing
Westminster City Council

F02: Contract notice

Notice identifier: 2024/S 000-020620

Procurement identifier (OCID): ocds-h6vhtk-047b25

Published 5 July 2024, 2:13pm

Section I: Contracting authority

I.1) Name and addresses

capitalEsourcing

64 Victoria Street London

London

SW1E 6QP

Contact

Ronny Tigere

Email

rtigere@westminster.gov.uk

Country

United Kingdom

Region code

UKI32 - Westminster

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.capitalesourcing.com>

I.1) Name and addresses

Westminster City Council

64 Victoria Street

London

SW1E 6QP

Contact

Ronny Tigere

Email

rtigere@westminster.gov.uk

Telephone

+44 07447910596

Country

United Kingdom

Region code

UKI32 - Westminster

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.capitalesourcing.com>

I.2) Information about joint procurement

The contract involves joint procurement

In the case of joint procurement involving different countries, state applicable national procurement law

Not Applicable

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.capitalesourcing.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.capitalesourcing.com>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.capitalesourcing.com>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Referral Agent for Learning Programmes

Reference number

P147

II.1.2) Main CPV code

- 80420000 - E-learning services

II.1.3) Type of contract

Services

II.1.4) Short description

The scope of this procurement is to identify a provider who can market Westminster Adult Education Services Level 2 and Level 3 Distance Learning courses across the GLA region and Non-Devolved EFSA regions. The agent will be required to conduct initial assessment and obtain credible evidence on potential learners and support eligible learners with enrolment via WAES website.

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 75121000 - Administrative educational services
- 80310000 - Youth education services
- 80420000 - E-learning services
- 80430000 - Adult-education services at university level

II.2.3) Place of performance

NUTS codes

- UKI32 - Westminster

Main site or place of performance

As the Crow flies from the borough of Westminster

II.2.4) Description of the procurement

The procurement is expected to cover level 2 and 3 courses across a range of disciplines , there is flexibility to add or reduces courses being offered at the discretion of the authority. The authority may decide to increase or decrease the courses offered at level 2 or level 3 based on demand and funding availability. The agent must be flexible to adapt to changing demand by the authority.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £300,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

The authority reserves the right to abandon the procurement process where it has established the proposals submitted do not deliver value for money or for any other reason giving justification to abandon the procurement process. The authority reserves the right to reject any tenders that scores less than satisfactory or less than 3 to any key questions in the award criteria.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

The agents that will be evaluated are those with specific sector experience as per specification brief

III.1.2) Economic and financial standing

List and brief description of selection criteria

As per ITT documents

Minimum level(s) of standards possibly required

As per ITT document

III.1.3) Technical and professional ability

List and brief description of selection criteria

As per Tender documents

Minimum level(s) of standards possibly required

As per tender documents

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

As per tender documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

5 August 2024

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

5 August 2024

Local time

12:05pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Any variation to this contract will be treated inline with the contract variation clauses and reference to PCR (2015) regulation 72 may apply. Where the authority seeks to rely on regulation 72, it will seek legal advice from its internal team of solicitors and principle of change control will apply in effecting any change to the agreed contract. The contract will be delivered as a 3 year contract with break clauses after year 1 and 2.

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Justice Strand

Edmund Street London

London

WC2A 2LL

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Royal Courts of Justice Strand

Edmund Street London

London

WC2A 2LL

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

The Contracting Authority will apply a 10 day mandatory standstill before the contract is awarded to allow unsuccessful tenderers to appeal any decision, and if this happens during standstill, the award of contract contract will not progress beyond the Alcatel letter until all issues regarding the appeal have been resolved

VI.4.4) Service from which information about the review procedure may be obtained

Westminster City Council Westminster City Hall 64 Victoria Street London London SW1E 6QP

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London

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